

DATE: MAY 13, 2010

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ADMINISTRATIVE SERVICES ASSISTANT I  
CLASSIFIED POSITION VACANCIES 020

LOCATION: DEPARTMENT OF ADMINISTRATION  
OFFICE OF TECHNOLOGY  
GENERAL ADMINISTRATION/REVENUE MANAGEMENT  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL DIRECTION, THIS ADMINISTRATIVE SERVICES ASSISTANT I POSITION IS RESPONSIBLE FOR ADMINISTERING AGENCY WIDE IT ASSET MANAGEMENT, IT PURCHASES, TECHNICAL SERVICE CONTRACTS. ASSET MANAGEMENT ADMINISTRATORS FUNCTIONAL WORK UNIT INCLUDES, BUT IS NOT LIMITED TO; PURCHASING, ASSET MANAGEMENT, BILLING, AND CUSTOMER SUPPORT. THIS POSITION IS ACCOUNTABLE TO ALL EXECUTIVE BRANCH AGENCIES FOR DELIVERING PRODUCTS AND SERVICES CONSISTENT WITH SERVICE LEVEL AGREEMENTS (SLA'S) AND SHARED AND DEPARTMENTAL PERFORMANCE MEASURES. DEVELOP ASSET MANAGEMENT SYSTEMS. LIAISON TO THE FINANCE AND PURCHASING FUNCTION. PREPARE AND ANALYZE ASSET REPORTS. PREPARE INFORMATION FOR IT ASSET PROCUREMENT AND BUDGETING. ADMINISTER IT INVENTORY AND SERVICE CONTRACTS. MANAGE IT LOANER EQUIPMENT. DEVELOP ASSET ACQUISITION AND DISPOSAL STRATEGIES. PROVIDING FISCAL SUPPORT IN VENDOR INVOICING, AUDITING, AND AGENCY BILLING. RECOMMENDS REPLACEMENT OF OBSOLETE HARDWARE AND SOFTWARE. REPORTS TO AGENCY HEADS ON ASSET PLANS, FUTURE DIRECTIONS AND RECOMMENDATIONS. RECEIVES AND RECONCILES EQUIPMENT PURCHASES TO APPROPRIATE PAPERWORK FOR PROCESSING. SURPLUSES OBSOLETE IT EQUIPMENT. CONDUCT IT INVENTORY COUNTS AND RECONCILE TO GENERAL LEDGERS. PROVIDE BUSINESS ANALYSIS REPORTS TO EXECUTIVES FOR DECISION MAKING PURPOSES AND SERVICE AREAS RATE SETTING. MAINTAIN DEPRECIATION LEDGERS. COMMUNICATING WITH CUSTOMER AGENCIES VIA TELEPHONE, ELECTRONICALLY AND FACE TO FACE TO PROVIDE SERVICE. AS A CONDITION OF EMPLOYMENT, AN INQUIRY INTO JOB RELATED INFORMATION WILL BE COMPLETED WHICH MAY INCLUDE, BUT IS NOT LIMITED TO, CRIMINAL

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CONVICTIONS AND ABUSE REGISTRY, DRIVING RECORD, EMPLOYMENT HISTORY, AND/OR EDUCATION AND TRAINING. THE INFORMATION WILL BE SHARED WITH THE WEST VIRGINIA DIVISION OF PERSONNEL AND THE EMPLOYING AGENCY ON A NEED-TO-KNOW BASIS. FAILING TO COOPERATE WITH THIS PROCESS, PROVIDING FALSE OR INCOMPLETE INFORMATION, AND/OR DISCOVERY OF DISQUALIFYING INFORMATION MAY RESULT IN DENIAL OF OR DISMISSAL FROM EMPLOYMENT IRRESPECTIVE OF WHEN DISCOVERED.

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED COLLEGE OR UNIVERSITY. PREFERENCE MAY BE GIVEN TO CANDIDATES WITH A MAJOR IN THE AREA OF PUBLIC OR BUSINESS ADMINISTRATION, ACCOUNTING, INDUSTRIAL RELATIONS, COMMUNICATIONS OR RELATED FIELD. SUBSTITUTION: ADDITIONAL QUALIFYING EXPERIENCE AS DESCRIBED BELOW MAY BE SUBSTITUTED ON A YEAR-FOR-YEAR BASIS FOR THE REQUIRED TRAINING. EXPERIENCE: ONE YEAR OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT IN A TECHNICAL OR ADVANCED CLERICAL POSITION PROVIDING ADMINISTRATIVE SERVICES SUCH AS ACCOUNTING, BUDGETING, PROJECT MONITORING AND REPORTING, PERSONNEL, OR PROCUREMENT AND PROPERTY EXPERIENCE. MUST HAVE BEEN AT THE OFFICE ASSISTANT III OR ACCOUNTING ASSISTANT III LEVEL OR HIGHER. SUBSTITUTION: SUCCESSFUL COMPLETION OF GRADUATE STUDY IN AN ACCREDITED COLLEGE OR UNIVERSITY IN ONE OF THE ABOVE FIELDS MAY BE SUBSTITUTED FOR THE REQUIRED EXPERIENCE ON A YEAR-FOR-YEAR BASIS.

SALARY: PAY GRADE 010 \$23,724.00 - \$43,896.00

DEADLINE: MAY 22, 2010

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
BRYAN HOFFMAN  
ONE DAVIS SQUARE  
PO BOX 50110  
CHARLESTON, WV 25305

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PLEASE INCLUDE POSTING NUMBER ISC1000025 ON APPLICATION